

## **Sullivan County**

**Type of meeting:** Board of Commissioners Public Business Meeting  
**Date/Time:** Thursday, July 02, 2009, 3:30 PM  
**Place:** Newport County Complex, 14 Main Street, 1<sup>st</sup> Floor Commissioners Conference Room

**Attendees:** Commissioners Jeffrey Barrette – Chair (arrived at 3:35), Bennie Nelson – Vice Chair and Ethel Jarvis – Clerk; Greg Chanis – County Administrator; Ted Purdy – S.C.H.C. Administrator; Ross L. Cunningham – DOC Superintendent; Jane Copland – DOC Inmate Program Director; and Sharon Johnson-Callum (minute taker).

**Public attendees:** Archie Mountain, *Eagle Times Reporter*

**3:16** Vice Chair, Bennie Nelson, brought the meeting to order. The *Pledge of Allegiance* recited by all.

### **Agenda Item No. 1. Registrar of Deeds Report: Connor & Connor Contract**

Mr. Chanis drew their attention to the copy of the Connor & Connor contract [Appendix A] for Registry of Deeds Indexing, Imaging, and Internet, which required ratification from the Board as the FY10 budget was passed by the Delegation.

**3:17 Motion: to approve of the [Registry of Deeds] contract [with Connor & Connor].**

**Made by: Jarvis. Seconded by: Nelson.**

**Voice vote: All in favor.** *Commissioner Barrette was absent for the vote.*

### **Agenda Item No. 2. Sheriff's Office Report**

Sheriff Prozzo distributed a copy [Appendix B] of a Bureau of Justice Assistance/JAG grant application they were submitting to apply for funding of the Sullivan County Drug Enforcement Initiative (SCDEI) program. He noted this was a continuation of joint venture JAG grant with Claremont, Charlestown, Newport and his office; this current application would be a collaboration between Claremont and Sheriff's Office for \$17,876. The notice of the meeting with the Board to discuss the application was posted at the Commissioners office, in Claremont and on the County website; this would require a motion to apply for the grant.

**3:20 Motion: to apply for a \$17,876 JAG drug enforcement grant, between Sullivan County Sheriff's Department and Claremont.**

**Made by: Jarvis. Seconded by: Nelson.  
Voice vote: All in favor.**

**Agenda Item No. 2. DOC Superintendent's Report**

Agenda Item No. 2.b. Introduction to Program Director, Jane Coplan  
Supt. Cunningham introduced new DOC Program Director, Jane Coplan and distributed a copy [Appendix C] of Ms. Coplan's resume. Commissioner Jarvis recommended Supt. Cunningham introduce Ms. Coplan at the next Delegation meeting.

Agenda Item No. 2.a. Alternative Solutions Associate, Kevin Warwick  
Supt. Cunningham distributed a copy [Appendix D] of the July 1, 2009 dated contract with Alternative Solutions Associate pertaining to DOC evaluation and development of treatment and intermediate sanction programs. Supt. Cunningham requested a motion to authorize him to continue the contract for FY10. Supt. Cunningham noted Mr. Warwick assisted the County in attaining the Juvenile Justice Planning and the High Risk [Youth & Family Intervention] grants. Commissioner Nelson noted it was nice to see the Criminal Justice Coordinating Committee partners collaborating with these efforts.

**3:25 Motion: to enter into continuation of the contract with Kevin Warwick.**

**Made by: Nelson. Seconded by: Jarvis.  
Voice vote: All in favor.**

Agenda Item No. 2.c. Officer Deployment: H.R. Policy Addendum Review & Ratification

Supt. Cunningham reminded the Board about brief discussions at previous meetings of two Officers who have been training for military deployment: Shawn Seymour and David Carrier, with deployment date of 11/09. Officer Seymour's deployment date was moved up to July 13<sup>th</sup>, due to rank. Supt. Cunningham distributed a copy [Appendix E] of a memo dated 6/30/09 to the Board, with copies of Article XIX Military Leave Policy and proposed addendum outlining how he will, for the short term, fill the two positions with temporary Officers, creative scheduling with current Officers, and collaborations with the Sheriff's Office and their employees. Supt. Cunningham worked with Human Resources on the policy update.

**3:29 Motion: modify Article VII of the policy manual with the new language – "Temporary Employee – Defined as appointed to a position or special task for a period not to exceed six (6) months except in the event of military activation assignments. These are at will employees and will receive no benefits".  
Made by: Jarvis. Seconded by: Nelson.  
Voice vote: All in favor.**

Non Agenda Item

Employee Request for Permission Perform a Second Job

Supt. Cunningham noted Jaime-Anne Billiel, DOC Officer, recently requested permission to accept a secondary job with the Windsor jail, in order to build up money for a home. Cunningham noted she would be working 8-10 hours there; and was supportive of her decision, but had stressed she needed to consider this her main employment. Commissioner Nelson and Jarvis commended Officer Billiel for being up front regarding the second position.

**3:32 Motion: [to provide authorization] for [Officer] Jaime[-Anne] Billiel to work part time 8-10 hours.**

**Made by: Nelson. Seconded by: Jarvis.**

**Voice vote: All in favor.**

*3:35 Commissioner Barrette arrived.*

**Agenda Item No. 4. County Administrator Report**

Agenda item No. 4.a. Community Corrections Center: Sprinkler Bid Review

Mr. Chanis distributed a copy [Appendix F] of a document labeled "Sullivan County Final Bid Summary 061609.xls", pertaining to sprinkler work at jail. He noted, on 6/18/09 the Board approved a motion for each section of the project, which included Hampshire Fire Protection's quote of \$81,200 to do the sprinkler system work. However, upon review of the project designs, they found sprinkler work was unnecessary in #5 recreation canopy area, which changed the scope of the work; accordingly, with that area removed, KPMB Inc's bid was the lowest at \$74,700. Chanis indicated they had not notified the bidders of the project of the previous decision, wanted the Board to review the issue, and see the \$6,500 savings due to the scope of work change. Mr. Chanis presented the Board with a draft motion. Commissioner Jarvis expressed concern with changing a previous approved bid decision. Nelson noted he shared her concern, but pointed out no one was contacted; plus, the amount discussed on that portion was substantial.

**3:38 Motion: as a result of a change in the scope of work, to remove Building Alternate 5 Recreation Canopy area, the Board moved to rescind the authorization given to the County Administrator on June 18, 2009 to enter into a contract with Hampshire Fire Protection for \$81,200 and, instead, authorize the County Administrator to execute a contract with KPMB Inc. for the Prime Sprinkler Contract in the amount of \$74,700.**

**Made by: Nelson. Second by: Jarvis.**

**Discussion: Jarvis requested Mr. Chanis make sure this action was okay with Marc [Hathaway, County Attorney]**

**Voice vote: All in favor.**

Item No. 4.b.

Barn Lease Update - Tabled from 6/18/09

Mr. Chanis reminded the Commissioners this issue pertained to the barn across the road from the St. Sauveur property, where the owners of the property wanted to lease the barn for hay and horses. Chanis confirmed he checked with:

- ☐ NH Primex regarding the liability issues – they recommended both parties carry 1 million comprehensive insurance as part of lease
- ☐ NH State RSA's regarding County leases - leases require Delegation approval.

Commissioner Jarvis is uninterested in leasing County property to a private individual, feeling it closes off land to public; she also noted the sugar house lease has not been addressed; she referred to "674.54" new laws regarding leasing; she added, the Board previously voted to tear the building [barn] down. Commissioner Barrette feels the barn is off County property enough where it does not affect the look of the complex; his only question – does the County need the space in the barn? Ms. Chanis indicated no, and confirmed there is still space in the dairy barn. Commissioner Nelson pointed out the County has entered into a number of leases that have worked out, for e.g.: with McLaughlin for haying the fields; he requested a drawing of where the fence would be located, road access to property and hiking trail into wooded area. Mr. Chanis confirmed he'd return to the next meeting with a map and would check property values. Commissioner Jarvis read from 674, she referred earlier to; she confirmed she would check out how the property is zoned.

Agenda Item No. 4.c. & d.

Executive Sessions

The Chair tabled the Executive Sessions to the end of the meeting.

**Agenda Item No. 5.**

**Commissioners' Report**

Agenda Item No. 5.a.

Order for \$5 Million Borrowing (Refer to 5/21/09 minutes)

Mr. Chanis noted the Board approved the \$5 Million borrowing on 5/21/09, but did not sign the formal "Order" paperwork. The Board signed the Order, which was then signed by Ms. Johnson-Callum as witness [Appendix H].

Agenda Item No. 5.b.

Appoint Deputy Treasurer Per RSA 29:15 Per County Treasurer

Mr. Chanis drew their attention to the e-mail from Ms. Johnson-Callum to the Board, Cc'd to both Mr. French and Mr. Lovely dated 6/25/09 [Appendix I], regarding the Boards' responsibility to appoint the Deputy Treasurer upon recommendations from the County Treasurer, per RSA 29:15 [Appendix J].

**3:55 Motion: "If it ain't broke, don't fix it, so moved" [to appoint Peter Lovely as Deputy County Treasurer effective 6/1/09].**

**Made by: Nelson. Seconded by: Jarvis.**

**Voice vote: All in favor.**

Agenda Item No. 5.C.

Reschedule Cornish Town Select Board Meeting

The Board would like to attend the Cornish Select Board meeting Monday, 7/20/ 09, 6:30 p.m.

Agenda Item No. 5.d.

FY9 County Annual Report

Commissioner Barrette will prepare a draft of the Commissioners' report and give to Ms. Johnson-Callum prior to the deadline 7/31/09. The Commissioners noted no format changes.

**Non Agenda Item**

**Grafton County Senior Citizens FY10  
County Grant Application – Approved for  
\$1,000**

Mr. Chanis asked if the Board of Commissioners or EFC had indicated a specific program that should be funded under the FY10 County grant application submitted by the Grafton County Senior Citizens; there were two programs they applied for funding for: Thresholds and Decisions and the Chore Corp. The Board indicated it was the program funded last year, and provided inmates programming – Thresholds and Decisions.

**Upcoming Events**

Mr. Chanis reminded the Board the County was attending the July 7<sup>th</sup> Unity Town Planning Board meeting (7 PM Town Hall), regarding the proposed shooting range.

**Agenda Item No. 5.**

**Commissioners' Report**

Commissioner Nelson noted there is an unused antenna on the Sheriff's Office building roof and received approval from Sheriff Prozzo to donate this to the Newport Fire Association.

**3:59 Motion: to donate the unused antenna to the Newport Fire Association.**

**Made by: Nelson. Seconded by: Jarvis.**

**Voice vote: All in favor.**

**Agenda Item No. 6.**

**Meeting Minutes**

Ms. Johnson-Callum noted the minutes were not available for review in typed format.

**Agenda Item No. 7.**

**Public Participation**

There was no public participation.

Agenda Item No. 4.d.

Executive sessions Per RSA 91-A:3.II.c.  
Retired Personnel Issue

**4:03 Motion: to go into Executive Session for retired personnel issue. Per 91A:3.ii.a.&c.**  
**Made by: Jarvis. Seconded by: Nelson.**  
**Those in Executive Session included: The 3 Commissioners, County Administrator, S.C.H.C. Administrator and minute taker.**  
**Roll call vote: All in favor.**

**4:06 Motion: to come out of Executive Session.**  
**Made by: Jarvis. Seconded by: Nelson.**  
**Voice vote: All in favor.**

No formal motion was required regarding the personnel issue discussed in Executive Session.

Agenda Item No. 4.c.

Probable Executive Session Per RSA 91-A:3.II.a.&c. Personnel Issue

**4:07 Motion: to go back into Executive Session per RSA 91-A:3.II.a & c. for a personnel issued they discussed and tabled at the 6/18/09 meeting.**  
**Made by: Nelson. Seconded by: Jarvis.**  
**Those in Executive Session included: The 3 Commissioners, County Administrator, S.C.H.C. Administrator and minute taker.**  
**Roll call vote: All in favor.**

**4:26 Motion: to come out of executive session.**  
**Made by: Nelson. Seconded by: Jarvis.**  
**Voice vote: All in favor.**

**4:28 Motion: to adjourn the meeting.**  
**Made by: Jarvis. Seconded by: Nelson.**  
**Voice vote: All in favor.**

*Respectfully submitted,*

  
Ethel Jarvis, Clerk  
Board of Commissioners

EJ/s.j-c.

Date signed: July 21, 09



Sullivan County NH, Board of Commissioners  
Revised - AGENDA

**REGULAR BUSINESS MEETING**  
**Thu, July 2, 2009, 3 PM**

Place: Sullivan County Newport Complex  
14 Main Street, Newport NH 03773 – Commissioners' Conference Room

- |                   |    |  |
|-------------------|----|--|
| 3:00 PM – 3:15 PM | 1. | Registrar of Deeds Report<br><input type="checkbox"/> Connor & Connor Contract   |
| 3:15 PM – 3:30 PM | 2. | Sheriff's Office Report<br><input type="checkbox"/> JAG Supplement to 2005 grant – Review and Authorization to Accept  |
| 3:30 PM – 3:50 PM | 3. | DOC Superintendent's Report<br>a. Alternative Solutions Associates, Kevin Warwick – 7/1/09 Agreement – Review & Ratification<br>b. Introduction to Program Director, Jane Coplan<br>c. Officer Deployment: H.R. Policy Addendum Review & Ratification  |
| 3:50 PM – 4:10 PM | 4. | County Administrator's Report<br>a. Community Corrections Center: Sprinkler Bid Review<br>b. Barn Lease Update (Tabled from 6/18/09 meeting)<br>c. Probable Executive Session Per 91-A:3.II.a & c. Personnel Issue (Tabled from 6/18/09 Exec. Sess.)<br>d. Probable Executive Session Per 91-A:3.II.c. Retired Personnel Issue   |
| 4:10 PM – 4:20 PM | 5. | Commissioners' Report<br>a. Order for \$5 Million Borrowing (Refer to 5/21/09 minutes)<br>b. Appoint Deputy Treasurer Per RSA 29:15 Per County Treasurer Request<br>c. Reschedule Cornish Town Select Board meeting – Suggestion: Friday 7/17 9 AM (M. 6:30 PM – 8:30/F. 9 AM-12)<br>d. FY09 County Annual Report – Due 7/31/09 to Sharon:<br>i. Assign who will write the Commissioners Report<br>ii. Any format changes required to full report? |



Sullivan County NH, Board of Commissioners  
Revised - AGENDA

- 4:20 PM – 4:30 PM 6. Public Participation
- 4:30 PM – 4:35 PM 7. Meeting Minutes Review
- a. May 21, 2009 Public Meeting Minutes
  - b. May 21, 2009 Executive Session
- 4:35 PM 8. Adjourn meeting

*Upcoming Events:*

- **July 3<sup>rd</sup>, Fri. Newport County/State Complex Closed for Holiday**
- **July 6<sup>th</sup>, Mon. Commissioners attend Newport Select Board**
  - **Time: 7 PM**
- **July 16<sup>th</sup>, Thu. S.C. Board of Commissioners Next Meeting**
  - **Time: 3:00 PM. Place:** Unity, 5 Nursing Home Drive, Ahern Building.
- **July 21<sup>st</sup>, Tue. S.C. Delegation Meeting**
  - **Time: 9 AM. Place:** Newport, 14 Main Street, Comm's Conf. Rm.
- **July 21<sup>st</sup>, Tue. S.C. Executive Finance Committee Meeting**
  - **Time: 10 AM. Place:** Newport, 14 Main Street, Comm's Conf. Rm.
- **July 27<sup>th</sup>, Mon. Commissioners attend Springfield Select Board**
  - **Time: 7 PM**



# Contract

## CONNOR & CONNOR, INC.

Page No. 1

of 3 Pages

Telephone (603) 772-2305

16 Kingston Road, Unit 5

Exeter, NH 03833

SUBMITTED TO:

DATE: January 26, 2009

NAME:

Sullivan County Registry of Deeds

ATTN:

Ms. Sharron King, Register

STREET:

P.O. Box 448

SUBJECT:

Current Indexing System for FY 2009-2010

CITY:

Newport

STATE:

NH

ZIP:

03773

SALESMAN:

Jennifer V. Young

We hereby submit specifications and estimates for: January - December 2009

Integrated index/retrieval system as presently in use for the data entry, archiving, and printing of current dockets for in-house and off-premises use. Includes the production of:

JUN thru SEP 2009 consolidation

One five-year annual consolidation: 2005 - 2009

JAN thru MAR 2010 consolidation

JAN thru JUN 2010 consolidation

Also to include front-end accounting entry program and billing capabilities, if so desired.

Including all use of hardware, hardware maintenance, software, software maintenance, and software customization changes, as customarily supplied.

Furthermore, to retain the data file and subsequently merge it with the appropriate years to produce one 5-year consolidated index (2005-2009) at no additional charge.

Does not include consumable supplies such as paper, ribbons, etc...

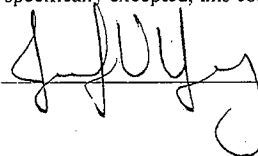
We hereby propose to furnish services and materials - complete in accordance with the above specifications for the sum of:  
 ...\*Est. Twenty five thousand six hundred twenty and no/100...dollars (\$25,620.00) with payment to be made as follows:

\$2,135.00 monthly, adjusted quarterly on the basis of dockets processed: \$2.75/each

Minimum payments of \$6,330.00 per quarter; Maximum payments capped at \$8,000.00 per quarter.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, may incur an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to appropriate insurance. Unless specifically excepted, this contract is "fee-for-use" and does not constitute transfer or title to any parts thereof.

Authorized Signature



NOTE: This proposal may be withdrawn by us if not accepted within \_\_\_ days.

### Acceptance of Contract

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted:

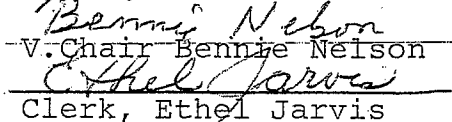
Date:

7/2/09

Signature:



Signature:



V. Chair Bennie Nelson  
 Clerk, Ethel Jarvis

# Contract

## CONNOR & CONNOR, INC.

Telephone (603) 772-2305

Page No. 2

of 3 Pages

16 Kingston Road, Unit 5

Exeter, NH 03833

SUBMITTED TO:

DATE: January 26, 2009

NAME:

Sullivan County Registry of Deeds

ATTN:

Ms. Sharron King, Register

STREET:

P.O. Box 448

SUBJECT:

Current Imaging System for FY 2009-2010

CITY:

Newport

STATE:

NH

ZIP:

03773

SALESMAN:

Jennifer V. Young

We hereby submit specifications and estimates for: July 2009 - June 2010

Integrated scan/retrieval software system as presently in use, for the capture, viewing, archiving, and printing of current dockets for in-house and off-premises use.

Meaning to provide all software and software support incidental to the system, as customarily supplied.

Note: Not included in this contract are re-saleable supplies, i.e. disks, paper & toner.

We hereby propose to furnish services and materials - complete in accordance with the above specifications for the sum of:  
.....\*Est. Thirty thousand and no/100.....dollars (\$30,000.00 ) with payment to be made as follows:

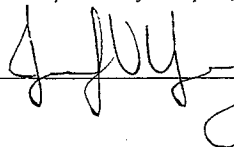
\$2,500.00 monthly

\*Adjusted quarterly on the basis of dockets processed: \$3.35/each.

Minimum payments of \$7,425.00 per quarter; Maximum payments capped at \$9,375.00 per quarter.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, may incur an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to appropriate insurance. Unless specifically excepted, this contract is "fee-for-use" and does not constitute transfer or title to any parts thereof.

Authorized Signature



NOTE: This proposal may be withdrawn by us if not accepted within \_\_\_\_ days.

### Acceptance of Contract

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted:

Date:

7/2/09

Signature:

  
Chair, Jeffrey Barrette

Signature:

  
V. Chair, Bennie Nelson

Signature:

  
Clerk, Ethel Jarvis

**Connor & Connor, Inc.**  
**FY 2009-2010 Sullivan County Registry of Deeds**  
**Index/Imaging Contract Hardware**

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2 Image File Servers w/ 164 Gb storage  
1 Linux Server for Index Data storage  
1 Unix Server (to be removed when full conversion to Linux is completed)

1 Image Backup Server w/ 30 Gb WORM Drive  
1 Iomega Peerless 20 Gb Drive

1 Recording PC with Fujitsu fi-5750c Document Scanner and DYMO Twin Turbo Label/Receipt Writer  
1 Document Queue PC with Touchscreen monitor and DYMO Label Writer  
1 KIP 3000 Large Format Integrated Scanner/Plotter with PC  
4 Administrative Workstations  
1 Back-up Document Scan PC w/ Fujitsu 3097 Scanner

6 Public Access Retrieval Stations  
1 Front Counter Retrieval Station

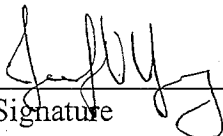
1 Administrative Print Server w/ HP 4050T or equivalent  
1 Vault Print Server w/ HP 2100 or equivalent

Hubs, Switches, cables as needed  
UPS on critical data equipment as deemed necessary by Connor & Connor, Inc. to preserve data entry integrity or key hardware equipment

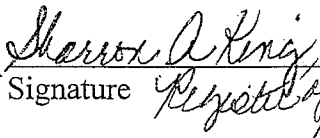
1 VPN Router

---

**Acknowledgment of Hardware**

  
Signature \_\_\_\_\_ Date 1/26/2009

for Connor & Connor, Inc.

  
Signature \_\_\_\_\_ Date 6/1/09

for Sullivan County Registry of Deeds

COPY  
APPENDIX A.4.

Contract  
**CONNOR & CONNOR, INC.**

Page No. 1

of 1 Pages

Telephone (603) 772-2305

16 Kingston Road, Unit 5

Exeter, NH 03833

SUBMITTED TO:

DATE: January 26, 2009

NAME:

Sullivan County Registry of Deeds

ATTN:

Ms. Sharron King, Register

STREET:

P.O. Box 448

SUBJECT:

Current Internet System for FY 2009-2010

CITY:

Newport

STATE:

NH

ZIP:

03773

SALESMAN:

Jennifer V. Young

The use of a proprietary system to electronically extract index and image data from the Registry, to provide processing and relay data to two Internet web servers (one primary at a secure, temperature controlled collocation facility, one backup located at our offices) for public viewing and printing. Website data will be processed each business day to include current Registry records. Real-time web server data update frequency can be implemented. Also to maintain a log of printing requests by account number and associated charges to be relayed to the Registry for billing purposes and integration with in-house monthly invoicing. Also to make available detailed monthly Registry Customer Statements, customer internet print history, and town transfer capability online. Customer support to website users provided M-F 8:00 am - 4:30 pm EST, excluding regularly observed holidays via phone or e-mail.

For security and data redundancy purposes, a duplicate copy of Registry records (index data and images) are placed on a data warehousing server at our office facility.

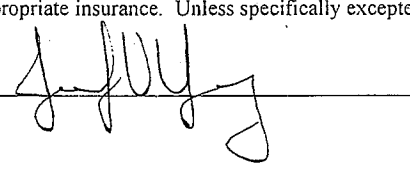
Including all use of hardware, hardware maintenance, internet retrieval system software, software maintenance, and minor software customization incidental to the system as historically provided.

We hereby propose to furnish services and materials - complete in accordance with the above specifications for the sum of:  
.....Twelve thousand and no/100.....dollars (\$12,000.00) with payment to be made as follows:

\$1,000.00 monthly .

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, may incur an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to appropriate insurance. Unless specifically excepted, this contract is "fee-for-use" and does not constitute transfer or title to any parts thereof.

Authorized Signature



NOTE: This proposal may be withdrawn by us if not accepted within \_\_\_ days.

**Acceptance of Contract**

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted:

Date:

7/2/09

Signature:

  
Chair, Jeffrey Barrette

Signature:

  
V. Chair, Bennie Nelson

Signature:

  
Clerk, Ethel Jarvis

Appendix B.1.

<b>APPLICATION FOR FEDERAL ASSISTANCE</b>		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION Application Non-Construction	3. DATE RECEIVED BY STATE		State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier
<b>5. APPLICANT INFORMATION</b>			
Legal Name Sullivan County		Organizational Unit Sullivan County Sheriff's Department	
Address 14 Main Street Newport, New Hampshire 03773-0027		Name and telephone number of the person to be contacted on matters involving this application  Cummings, Thomas (603) 863-4200	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 02-6000870		7. TYPE OF APPLICANT County	
8. TYPE OF APPLICATION Continuation		9. NAME OF FEDERAL AGENCY Bureau of Justice Assistance	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.738 CFDA EDWARD BYRNE MEMORIAL JUSTICE TITLE: ASSISTANCE GRANT PROGRAM		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT Sullivan County Drug Enforcement Initiative (SCDEI)	
12. AREAS AFFECTED BY PROJECT Sullivan County, 14 towns, 1 City, 528 sq. miles, population of 41,000			
13. PROPOSED PROJECT Start Date: July 09, 2009 End Date: July 09, 2012		14. CONGRESSIONAL DISTRICTS OF a. Applicant b. Project NH02	
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?  This preapplication/application was made available to the state	
Federal	\$17,876		
Applicant	\$0		
State	\$0		
Local	\$0		

APPENDIX 62.

Other	\$0	executive order 12372 process for review on 07/07/2009
Program Income	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
TOTAL	\$17,876	N
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.		

Close Window

Appendix B.3.

**SULLIVAN COUNTY DRUG ENFORCEMENT INITIATIVE  
FY 2009 Local Solicitation**

**Program Narrative  
(Attachment 1)**

The Sullivan County Drug Enforcement Initiative is an ongoing collaborative drug enforcement effort coordinated by the Sullivan County Sheriff's Office. The principal assisting agencies are the Claremont Police Department and the Newport Police Department. Other assisting agencies include the Charlestown Police Department. Assisting agencies are not receiving JAG funds directly, but instead, provide the Sullivan County Sheriff's Office with additional manpower for the initiative. The Initiative also collaborates with the New Hampshire Attorney General's Drug Task Force which is funded in part by Byrne Formula grants.

Sullivan County is a rural county in the Middle Western section of New Hampshire. Sullivan County has fourteen (14) towns and one (1) city. Sullivan County is approximately 528 square miles and according to the 2000 census has approximately 40,450 residents.

Sullivan County is sandwiched between Interstate 91 on the West and Interstate 89 on the East. Interstates 91 and 89 provide a direct link to Massachusetts and Connecticut, the sources of most of the illicit drugs coming into New Hampshire. Claremont, the only City in Sullivan County, is situated next to Interstate 91 and, as a result, sees the effects of the illicit drugs coming into the area. Next to marijuana, heroin and crack cocaine are the most prevalent drugs coming into Sullivan County. The effects of heroin and cocaine addiction have increased the number of theft offenses in the County as addicts seek funds to fuel their addiction. As an example, firearms that have been stolen from Sullivan County residents have been recovered in the Hartford Connecticut area from suspected drug dealers. Additionally, several investigations into controlled drug trafficking have lead directly to sources in both Massachusetts and Connecticut. Interstates 91 and 89 are the pipelines for the illicit drugs coming into the western part of New Hampshire. Being sandwiched between these two Interstates, Sullivan County sees the ill effects of this reality on nearly a daily basis.

Law Enforcement agencies in Sullivan County are well aware of the benefits of collaboration. Claremont, as the only City in Sullivan County, has the largest police department in the County, followed by the Newport Police Department. Both agencies are full time law enforcement agencies. The Charlestown and Sunapee Police Departments are staffed by full time officers and provide full time coverage as well. As small agencies, we are all well aware of the fact that together we can accomplish a great deal more than we can alone. As such, these agencies, along with the Sullivan County Sheriff's Office, have previously collaborated to create a regional Special Operations Unit. This team provides a service to the County that no single agency could provide alone. Additionally, the same agencies have collaborated to create the Sullivan County

Appendix 04.

Underage Alcohol Task Force. The Underage Alcohol Task Force was created to help reduce the sale and availability of alcohol to minors. The program was modeled after a similar program used in Concord New Hampshire and has been very successful. While we do not have specific statistics in Sullivan County, the program in Concord New Hampshire resulted in a 64% reduction in retail alcohol sales to minors and was temporally associated with declines in alcohol use and binge drinking among minors. The Concord, New Hampshire statistics support the anecdotal findings of the program in Sullivan County.

The Sullivan County Drug Enforcement Initiative is a cooperative effort between the coordinating agency, assisting agencies and the New Hampshire Attorney General's Drug Task Force. As such, the resulting team conducts intensified local drug enforcement investigations using shared personnel and equipment from participating Law Enforcement agencies. These investigations use investigative techniques such as, but not limited to, surveillance, informant development, controlled buys using informants and/or undercover officers, and the strategic use of arrest warrants and search warrants. As such the ongoing support and cooperation of the coordinating agency and all the assisting agencies is vital to our continued success. Without the ongoing financial support of JAG funds, the Sullivan County Drug Enforcement Initiative would likely not be possible, especially in these difficult economic times.

The funds provided by the JAG award will be used to fund the drug enforcement investigations as described above. All the funds will go to Sullivan County. As such, 100% of the funds will be used to pay for personnel at the officer's hourly rates. As noted above, the investigations will also assist and/or coordinate with the New Hampshire Attorney General's Drug Task Force, which is funded in part by Byrne Formula grants.



Appendix B.5

**GMS APPLICATION NUMBER: FY 2009 Local Solicitation**

**2009 BYRNE JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD**

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN  
THE SULLIVAN COUNTY SHERIFF'S DEPARTMENT  
and  
THE CLAREMONT POLICE DEPARTMENT**

**Memorandum under the Sullivan County Sheriff's Department's Edward Byrne Memorial Justice Assistance Grant Program grant application: A collaborative drug enforcement initiative with the Claremont Police Department as the primary assisting agency.**

*The Sullivan County Sheriff's Department and Claremont Police Department agree that the combined efforts of the agencies in combating illicit drug trafficking will help in the ongoing effort to reduce drug trafficking, and the ill effects thereof, in Sullivan County.*

**WHEREAS**, it is agreed that the Sullivan County Sheriff's Department will, upon award of the Byrne Justice Assistance Grant, receive and administer the grant funds to manage and coordinate all grant activities under this award. Programmatic reporting, financial reporting, and general grant management issues shall be the responsibility of the Sullivan County Sheriff's Department.

**WHEREAS**, it is agreed that the Sullivan County Sheriff's Department and the Claremont Police Department will provide personnel and existing equipment for the Sullivan County Drug Enforcement Initiative.

**WHEREAS**, it is agreed that the primary assisting agency, will bill the coordinating agency, the Sullivan County Sheriff's Department, for the personnel costs, at the assisting agencies regular hourly rate of pay, and that the coordinating agency, the Sullivan County Sheriff's Department will then pay for personnel costs with the awarded JAG funds. One Hundred percent (100%) of the total project budget will be allocated to personnel costs.

**WHEREAS**, it is agreed that the Sullivan County Sheriff's Department will manage, and be responsible for the payment of the costs associated with the Sullivan County Drug Enforcement Initiative.

Appendix B.6.

**SULLIVAN COUNTY DRUG ENFORCEMENT INITIATIVE  
FY 2009 Local Solicitation**

**Program Narrative  
(Attachment 1)**

The Sullivan County Drug Enforcement Initiative is an ongoing collaborative drug enforcement effort coordinated by the Sullivan County Sheriff's Office. The principal assisting agencies are the Claremont Police Department and the Newport Police Department. Other assisting agencies include the Charlestown Police Department. Assisting agencies are not receiving JAG funds directly, but instead, provide the Sullivan County Sheriff's Office with additional manpower for the initiative. The Initiative also collaborates with the New Hampshire Attorney General's Drug Task Force which is funded in part by Byrne Formula grants.

Sullivan County is a rural county in the Middle Western section of New Hampshire. Sullivan County has fourteen (14) towns and one (1) city. Sullivan County is approximately 528 square miles and according to the 2000 census has approximately 40,450 residents.

Sullivan County is sandwiched between Interstate 91 on the West and Interstate 89 on the East. Interstates 91 and 89 provide a direct link to Massachusetts and Connecticut, the sources of most of the illicit drugs coming into New Hampshire. Claremont, the only City in Sullivan County, is situated next to Interstate 91 and, as a result, sees the effects of the illicit drugs coming into the area. Next to marijuana, heroin and crack cocaine are the most prevalent drugs coming into Sullivan County. The effects of heroin and cocaine addiction have increased the number of theft offenses in the County as addicts seek funds to fuel their addiction. As an example, firearms that have been stolen from Sullivan County residents have been recovered in the Hartford Connecticut area from suspected drug dealers. Additionally, several investigations into controlled drug trafficking have lead directly to sources in both Massachusetts and Connecticut. Interstates 91 and 89 are the pipelines for the illicit drugs coming into the western part of New Hampshire. Being sandwiched between these two Interstates, Sullivan County sees the ill effects of this reality on nearly a daily basis.

Law Enforcement agencies in Sullivan County are well aware of the benefits of collaboration. Claremont, as the only City in Sullivan County, has the largest police department in the County, followed by the Newport Police Department. Both agencies are full time law enforcement agencies. The Charlestown and Sunapee Police Departments are staffed by full time officers and provide full time coverage as well. As small agencies, we are all well aware of the fact that together we can accomplish a great deal more than we can alone. As such, these agencies, along with the Sullivan County Sheriff's Office, have previously collaborated to create a regional Special Operations Unit. This team provides a service to the County that no single agency could provide alone. Additionally, the same agencies have collaborated to create the Sullivan County

June 6, 2009

Mr. Ross Cunningham, Superintendent  
Sullivan County Department of Corrections  
103 County Farm Road  
Claremont, New Hampshire 03743

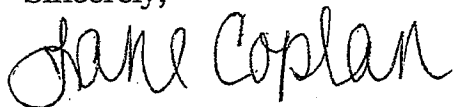
Dear Superintendent Cunningham:

I am extremely interested in the current opening of the Program Director position for the Sullivan County Department of Corrections. I have over thirty years experience in the corrections field and feel I could bring that expertise to this position. During that time, I have also supervised several community corrections programs and work release centers.

I have attached my resume and look forward to hearing from you. If you need any further information, please do not hesitate to contact me.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Jane Coplan".

Jane Coplan

JANE COPLAN  
42 PATTEE ROAD  
WARNER, NH 03278  
603-456-2492 (Home)

---

#### OBJECTIVE

- To obtain a leadership role within the field of corrections that will implement change in offender rehabilitation and promote staff development.

#### SUMMARY OF QUALIFICATIONS

- Over thirty years experience in various correctional positions and settings.
- Works under minimal direction with extensive latitude for the use of initiative and independent judgment.
- Performs highly advanced management activities.
- Provides direction and guidance in strategic operations and planning.
- Well versed in developing goals and objectives consistent with the agency's strategic plan.

#### SKILLS/AREAS OF EXPERTISE

- Supervision and Administrative
  - Directed, planned and implemented major departmental and facility objectives in the operation of a 1500-bed institution.
  - Maintained excellent communication and interpersonal skills in the supervision of 500 employees.
  - Coordinated, developed, and evaluated several offender programs to enhance resources towards reintegration.
- Institutional
  - Achieved accreditation of all facilities within the standards of the American Correctional Association.
  - Presented and conducted various meetings with departmental heads, local, state, and federal agencies as well as union negotiating and collective bargaining.
  - Inspected institutional operations and programs to insure that policies, security, safety and sanitation standards are being met and followed.
  - Designed and implemented programs and resources focused on community corrections and offender re-entry.

➤ Community Relations

- Active public speaker to local community groups, churches, colleges, and other agencies.
- Participated in various advisory boards involving law enforcement training, criminal justice programs, and area leadership councils.
- Instructed classes pertaining to corrections at conferences, corrections academies, and training institutes.

EMPLOYMENT

- |                  |   |
|------------------|---|
| ➤ 1994 – Present | NH Department of Corrections<br>Warden                              |
| ➤ 1989 – 1994    | NH Department of Corrections<br>Unit Manager                        |
| ➤ 1985 – 1989    | NH Department of Corrections<br>Correctional Counselor/Case Manager |
| ➤ 1979 – 1985    | NH Department of Corrections<br>Administrative Assistant            |

EDUCATION

- Springfield College, Bachelor of Science, Major: Criminal Justice

TRAINING

- Executive Training for Wardens
- Employee Sexual Misconduct in the Workplace
- Working with Female Offenders
- Executive Leadership Training for Women
- Executive Excellence Leadership Training
- Domestic Violence
- Strategic Planning
- Emergency Preparedness in Correctional Settings
- Media/Public Relations
- Total Quality Management
- Cognitive Problem Solving
- Stress Management/Employee Assistance Programs
- Value Centered Leadership



**Alternative Solutions Associates, Inc.**  
 18 Devlin Drive  
 Chicopee, MA 01020  
 (413) 533-1517  
 Email: warwickkevin@msn.com

Agreement  
 Sullivan County  
 With Alternative Solutions Associates  
 Date July 1, 2009

Subject: Evaluation and development of treatment and intermediate sanction programs  
 This Agreement entered into on the last date below by and between the Sullivan County Board of Commissioners, herein after refers to as the County and Alternative Solutions Associates herein after referred to as consultant whose address is 18 Devlin Drive Chicopee, MA 01020

**Scope of Services** includes the following:

- To assist with the implementation of the model;
- To provide suggestions and curricula materials to enhance the programs;
- To provide for staff training as recommended ;
- Ongoing support, in terms of grant funding and best practice information available nationally (there would be additional costs to write these proposals);
- This would include 1-2 days of on site work and a total 2 days work for the County.

**Period of Services:** July 1, 2009 to December 31, 2009

The County may elect to terminate this contract for any reason by giving no less than thirty days notice to the consultant of such termination. The County shall pay the consultant for any and all services rendered and expenses incurred prior to termination date.

**Payments to the consultant**

These costs should include both on-site assistance and remote services from the office. The costs for the on-site consultation will include the initial contract for six months from July 1, 2009 to December 31, 2009. The rate will be \$110.00 per hour and \$2000 per month for a total of \$.12,000

\_\_\_\_\_  
 Ross L Cunningham  
 Superintendent

\_\_\_\_\_  
 Date

*Kevin Warwick*  
 1-30-09

\_\_\_\_\_  
 Kevin Warwick, President  
 Alternative Solutions Associates, Inc.

\_\_\_\_\_  
 Date



Sullivan County Department of Corrections  
103 County Farm Rd  
Claremont, NH 03743

Intra-Department Memorandum

From: Ross L. Cunningham

Date: June 30, 2009

Subject: Temporary Hires

At: DOC

To: Sullivan County Board of Commissioners

As previously discussed, we have 2 Officers who will be deployed for an 18 month tour beginning in this fiscal year. Both were schedule to deploy in November 2009, however one deployment has been moved up to July 13, 2009.

I have been in discussion with HR regarding the need to temporarily fill these positions until the return of the officers from military duty. HR has drafted an addendum to policy to satisfy this request which is being presented to you.

Our plan is to use the budgeted salary for these two positions to pay for temporary hires. We are estimating the amount to be \$35,000. The rate of pay for a temporary hire will be \$15.00 the same as the per diem CO rate. The temporary hires will not receive any benefits (health, dental, life, retirement or ET). They will only receive the hourly wage for hours worked.

We believe that this arrangement will best suit the needs of the Department.

Respectfully,

Supt. R. L. Cunningham

**Sharon Johnson-Callum**

---

**From:** Greg Chanis [gchanis@sullivancountynh.gov]  
**Sent:** Tuesday, June 30, 2009 3:16 PM  
**To:** 'Sharon Johnson-Callum'  
**Subject:** FW: MEMORANDUM temp. employee.doc

---

Greg Chanis, County Administrator  
Sullivan County, NH  
14 Main St.  
Newport, NH 033773

Tel: 603.863.2560  
gchanis@sullivancountynh.gov

---

**From:** Peter Farrand [mailto:peterf@sullivancountynh.gov]  
**Sent:** Tuesday, June 30, 2009 1:02 PM  
**To:** rcunningham@sullivancountynh.gov  
**Cc:** Greg Chanis  
**Subject:** MEMORANDUM temp. employee.doc

**MEMORANDUM**

**To:** Sullivan County Commissioners  
**From:** Human Resources Dept.  
**Date:** 07/01/09  
**Re:** Modification to definition of Temporary Employee Article VII of County Policy

---

To accommodate employment needs created by our full time employees becoming activated for military duty and in compliance with Uniformed Services Employment and Reemployment Rights Act the following modifications need to be made in our policy manual concerning temporary employment described in Article VII item #2.

Recommended changes are as follows:

\* <sup>u</sup> **Temporary Employee** – Defined as appointed to a position or special task for a period not to exceed six (6) months except in the event of military activations assignments. These are at will employees and will receive no benefits. <sup>u</sup>



**Sharon Johnson-Callum**

---

**From:** Greg Chanis [gchanis@sullivancountynh.gov]  
**Sent:** Tuesday, June 30, 2009 3:16 PM  
**To:** 'Sharon Johnson-Callum'  
**Subject:** FW: MEMORANDUM Military leave.doc

---

Greg Chanis, County Administrator  
Sullivan County, NH  
14 Main St.  
Newport, NH 033773

Tel; 603.863.2560  
gchanis@sullivancountynh.gov

---

**From:** Peter Farrand [mailto:peterf@sullivancountynh.gov]  
**Sent:** Tuesday, June 30, 2009 1:01 PM  
**To:** rcunningham@sullivancountynh.gov  
**Cc:** Greg Chanis  
**Subject:** MEMORANDUM Military leave.doc

**MEMORANDUM**

**To:** Sullivan County Commissioners  
**From:** Human Resources Dept.  
**Date:** 07/01/09  
**Re:** Addition to Military Leave Policy Article XIX

---

Article XIX Military Leave to read as follows;

1. Any regular full or part time employee who is also a member of the United States Military Reserve shall be entitled to fifteen (15) days off per year for the purpose of attending training or other military duties.
2. Employees must make their department supervisor and the Human Resource Department aware of these obligations accompanied by supporting documentation as soon as possible, but no later than thirty (30) days prior to the date of departure.
3. Sullivan County will continue to compensate an employee on military leave for up to fifteen (15) days through regular salary. Therefore, any compensation received from the military during this time must be given to the County through the Human Resources Department.
4. Any employee of the County will be granted a leave of absence without pay by the Human Resource Department upon a voluntary or involuntary active duty deployment in the Uniformed Services that extends beyond thirty (30) days. Military leave will continue through out the period of active duty, up to a cumulative maximum of five (5) years of active service, except in those instances of recuperation following a period of active duty which may extend the leave for a

maximum of two years.

5. Eligible employees may continue medical and dental plan coverage through the County for themselves or dependents by making the applicable contributions through the Payroll Department.
6. Earned Time and Vacation may be used for military leave but are not required. Any unused Earned, Vacation or Sick time will be carried forward through the period of leave of absence. If the employee does not return to work following military leave, any unused Earned or Vacation time will be paid to the employee.
7. Upon returning from active duty employees will be reinstated within two weeks to the position that was vacated or a position of like status under the following conditions: (1) employee contacts the Human Resources Department and submits a written or verbal application for reemployment. (2) employee provides the Human Resource Department with documents of honorable service such as Certification of Release or Discharge from active duty.
8. If active service is more than thirty (30) days, but less than one hundred eighty one (181) days the application must be made within fourteen (14) days after completing service. If the service is greater than one hundred eighty days the application is required no later than ninety (90) days after completing service.
9. Employees rate of pay for reinstatement is based on the pay at the time of departure plus any pay increases that the employee would have received.

## Sullivan County FINAL Bid Summary 061609.xls

	<u>NBC</u>	<u>ALL SEASON</u>	<u>PINEHILL</u>
SCHEDULE IN WEEKS	<u>19</u>	<u>10</u>	
<b>BASE BID BUILDING PRIME</b>	\$ 210,000.00	\$ 184,362.00	NO BID
BLDG ALT. #1 - RE-ROOF JAIL	\$ 134,500.00	\$ 77,351.00	
BLDG ALT. #3 - SALLYPORT	\$ 32,700.00	\$ 32,326.00	
BLDG ALT. #4 - AWNINGS	\$ 13,600.00	\$ 13,906.00	
BLDG ALT. #5 - REC. CANOPY	\$ 22,800.00	\$ 21,835.00	
TOTAL BUILDING & ALTERNATES	\$ 413,600.00	\$ 329,780.00	

	<u>PINEHILL</u>	<u>UNITED</u>	<u>GOSSELIN</u>
SCHEDULE IN WEEKS	<u>5</u>	<u>10</u>	
<b>BASE BID SITE&amp;CONCRETE PRIME</b>	\$ 122,412.00	\$ 171,469.00	INCOMPLETE
BLDG ALT. #1 - RE-ROOF JAIL	\$ -	\$ -	
BLDG ALT. #3 - SALLYPORT	\$ 16,000.00	\$ 14,671.00	
BLDG ALT. #4 - AWNINGS	\$ -	\$ -	
BLDG ALT. #5 - REC. CANOPY	\$ 4,800.00	\$ 9,376.00	
TOTAL SITE/CONC & ALT'S	\$ 143,212.00	\$ 195,516.00	

	<u>HAMPSHIRE</u>	<u>CARTER</u>	<u>KPMB</u>
SCHEDULE IN WEEKS	<u>15</u>	<u>10</u>	<u>10</u>
<b>BASE BID SPRINKLER PRIME</b>	\$ 75,500.00	\$ 154,150.00	\$ 68,000.00
BLDG ALT. #1 - RE-ROOF JAIL	\$ -	\$ -	\$ -
BLDG ALT. #3 - SALLYPORT	\$ 2,400.00	\$ 2,400.00	\$ 6,700.00
BLDG ALT. #4 - AWNINGS	\$ -	\$ -	\$ -
BLDG ALT. #5 - REC. CANOPY	\$ 3,300.00	\$ 5,425.00	\$ 7,300.00
TOTAL SITE/CONC & ALT'S	\$ 81,200.00	\$ 161,975.00	\$ 82,000.00

## Sullivan County FINAL Bid Summary 061609.xls

	<u>NBC</u>	<u>ALL SEASON</u>	<u>PINEHILL</u>
SCHEDULE IN WEEKS	<u>19</u>	<u>10</u>	
<b>BASE BID BUILDING PRIME</b>	\$ 210,000.00	\$ 184,362.00	NO BID
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BLDG ALT. #4 - AWNINGS	\$ 13,600.00	\$ 13,906.00	
<u>BLDG ALT. #5 - REC. CANOPY</u>	<u>\$ 22,800.00</u>	<u>\$ 21,835.00</u>	
TOTAL BUILDING & ALTERNATES	\$ 413,600.00	\$ 329,780.00	

	<u>PINEHILL</u>	<u>UNITED</u>	<u>GOSSELIN</u>
SCHEDULE IN WEEKS	<u>5</u>	<u>10</u>	
<b>BASE BID SITE&amp;CONCRETE PRIME</b>	\$ 122,412.00	\$ 171,469.00	INCOMPLETE
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BLDG ALT. #3 - SALLYPORT	\$ 16,000.00	\$ 14,671.00	
BLDG ALT. #4 - AWNINGS	\$ -	\$ -	
<u>BLDG ALT. #5 - REC. CANOPY</u>	<u>\$ 4,800.00</u>	<u>\$ 9,376.00</u>	
TOTAL SITE/CONC & ALT'S	\$ 143,212.00	\$ 195,516.00	

	<u>HAMPSHIRE</u>	<u>CARTER</u>	<u>KPMB</u>
SCHEDULE IN WEEKS	<u>15</u>	<u>10</u>	<u>10</u>
<b>BASE BID SPRINKLER PRIME</b>	\$ 75,500.00	\$ 154,150.00	\$ 68,000.00
BLDG ALT. #1 - RE-ROOF JAIL	\$ -	\$ -	\$ -
BLDG ALT. #3 - SALLYPORT	\$ 2,400.00	\$ 2,400.00	\$ 6,700.00
BLDG ALT. #4 - AWNINGS	\$ -	\$ -	\$ -
<u>BLDG ALT. #5 - REC. CANOPY</u>			
TOTAL SITE/CONC & ALT'S	\$ 77,900.00	\$ 156,550.00	\$ 74,700.00

7/2/09

Sprinkler Motion

This Motion, made as a result of a change in the scope of work, is to rescind the authorization given to the County Administrator on June 18, 2009 to enter into a contract with Hampshire Fire Protection for \$81,200.00 and instead authorize the County Administrator to execute a contract with KPMB Inc. for the Prime Sprinkler Contract in the amount of \$74,700.00

6/18/2009

4:52 p.m.

Appendix E.4,

## **Motion for bid approvals**

**Motion to authorize the County Administrator to execute contracts related to upgrades at the Sullivan County House of Corrections as follows;**

Contract with All Seasons Construction Corp. for the Prime Building contract in the amount of \$329,780.00

Contract with Pine Hill Construction for the Prime Site and Concrete contract in the amount of \$143,212.00

Contract with KPMB Inc. for the Prime Mechanical contract in the amount of \$379,000.00

Contract with Hampshire Fire Protection for the Prime Sprinkler system contract in the amount of \$81,200.00

Contract with Interstate Electric for the Prime Electrical contract in the amount of \$54,315.00

Contract with Quality Insulation for the Prime Insulation contract in the amount of \$71,085.00

COPY

Appendix B. H.  
**ORIGINAL**

Formal Order to be read into the minutes by the County Commissioners

Current Date: **July 2, 2009**

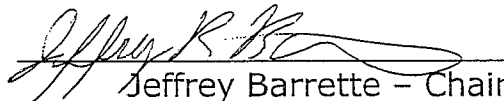
**ORDERED:** That, the money in the Treasury of the County, being insufficient to meet the demands upon the same, the Treasurer is hereby authorized, pursuant to RSA 29:8 to borrow up to the sum of

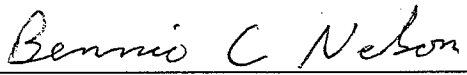
(Enter text dollar amount): **Five million dollars**

(Enter numeric dollar amount): **\$5,000,000**

which is necessary for the purpose to continue County operations in anticipation of receipt of 2009 County taxes. We hereby certify that the County Treasurer appeared before us to testify in support of this request; of which this is a true copy of the order of the Commissioners of Sullivan County passed at a meeting held (enter MM/DD/YY): **May 21, 2009** at 14, Main Street, Newport NH, of which all Commissioners were duly notified; of which a quorum was present.


*Sullivan County Board of Commissioners*

  
Jeffrey Barrette - Chair

  
Bennie C. Nelson - Vice Chair

  
Ethel Jarvis - Clerk

A true copy attest

  
(witness signature)

Appendix I

**Sharon Johnson-Callum**

---

**From:** Sharon Johnson-Callum [sharonjc@sullivancountynh.gov]  
**Sent:** Thursday, June 25, 2009 11:12 AM  
**To:** Comm. Bennie Nelson; Ethel Jarvis; Comm. Jeff Barrette  
**Cc:** Peter Lovely; C Dave French; Gregory Chanis-C.Admin  
**Subject:** RSA 29:15 Deputy Treasurer

Commissioners:

Dave brought to my attention RSA 29:15 pertaining to the Deputy Treasurer, which indicates, upon recommendation of the County Treasurer, the Board is responsible to appoint, annually, the Deputy County Treasurer, as of June 1st. Though, we are a little late, I've placed this on the **July 2nd** agenda for a formal motion to be made, retro to 6/1. Dave has indicated he would like to reappoint Peter Lovely.

I've attached a link to the full RSA, below (hard copies of this will be in your binders for the meeting):

- <http://www.gencourt.state.nh.us/rsa/html/II/29/29-15.htm>

Sharon

**Sharon Johnson-Callum**  
**Administrative Assistant**

**Sullivan County Commissioners' Office**  
**14 Main Street**  
**Newport NH 03773**

**Tel. 603.863-2560**  
**Fax. 603.863-9314**  
**Web. [www.sullivancountynh.gov](http://www.sullivancountynh.gov)**

**"All Day, Every Day, We Make Life Better"**

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## TITLE II COUNTIES

### CHAPTER 29 COUNTY TREASURERS AND COUNTY TAXES

#### Section 29:15

**29:15 Deputy Treasurer.** – On or before June 1, annually, the county commissioners upon recommendation of the county treasurer shall appoint a deputy county treasurer. Said deputy county treasurer shall serve only during the absence, disability or incapacity of the county treasurer to perform his duties and until a successor shall be qualified. The compensation of the deputy county treasurer shall be \$15 for each day he is engaged in his official duties hereunder and said compensation shall be paid by the county.

**Source.** 1963, 93:1. 1967, 69:1. 1979, 376:18, eff. Aug. 22, 1979.